AppXtender 8.1 – Scanning

1. Log into AppXtender
   https://webxt.odu.edu
   Enter your Midas ID and Password

Select your application for your department.

First time scanning, Enable scanner

Click down arrow next to your name, select User Settings

Select Import, Click box next to Enable Scanning
Click Save

2. Start a New Batch

Click New Batch

Enter Name of Batch, Click Continue

If scanner symbol is not highlighted, refresh the page

Click on Scanner Icon

Click Allow

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Uncheck next to show only connect scanners

Select Scanner, Click OK

Click down arrow next to scanner icon, and select settings

Click Scan to starting scanning